



**INDUSTRIAL SECURITY PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 31-601 22, dated 22 November 2000, and AFI31-601\_USAFE SUP 1, dated 1 July 2002 is supplemented as follows:**

This supplement applies to all units, agencies, and contractors that are provided support through the 39th Air Base Wing (ABW), Turkey. This publication applies to the Air National Guard (ANG). This publication applies to Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes in this supplement are maintained in accordance with AFMAN 37-123, *Management of Records* and dispose of in accordance with the Air Force Records Disposition Schedule (RDS). Use AF Form 847, **Recommendation for Change of Publication**, through channels when making recommended changes.

1.5.9.1. (Added) 39 ABW/CC is approval authority for the 39 Air Base Wing.

1.5.10. (Added) 39 SFS/SFA is responsible for industrial security policy development, interpretation, administration and program oversight.

1.6.1.6. (Added) Designates all 39 SFS/SFA contractor operations requiring access to classified information as either Integrated Visitor Groups or Intermittent Visitors.

1.6.6. Unit security managers. Primary and alternate security managers will be federal employees (military or appropriated fund civilians). Government contractors who are established visitor groups may perform duties to assist the unit security manager but will not be appointed as primary or alternate security managers for Air Force Activities.

1.8.1.1. Unit commanders, security managers, or other individuals aware of adverse information concerning contractor personnel will immediately notify 39 SFS/SFAI. On-base integrated visitor groups and or unit security manager must notify 39 SFS/SFAI immediately of any security incidents involving contractors.

1.8.5.7. On-base integrated visitor groups will send information copies of reports involving the loss or compromise (known or probable) of classified information to 39 SFS/SFAI.

2.2.1.1. (Added) Contractors working for foreign companies may be considered a foreign interest despite the contractor's United States citizenship. Consult 39 SFS/SFAI if there are concerns regarding the status of these individuals to access classified.

3.1.4. Air Force unit security managers or security officers will provide information security program training (initial, refresher and annual) and other security awareness support to integrated visitor groups. The Air Force activity, working in concert with the ISPM, will incorporate language into the VGSA, which requires visitor group personnel to attend and, or receive information security training per DOD 5200.1-R, *Information Security Program*, and Chapter 8 to Air Force Instruction (AFI) 31-401, *Information Security Program Management*. Unit security managers will ensure integrated visitor group personnel are included in their security education program.

3.1.4.1. (Added) Document training IAW AFI 31-401, USAFE supplement 1, Chapter 8.

5.2.4. User agency commander and directors will ensure an Air Force employee, active duty or civilian, has knowledge of and access to all security containers, open storage areas used by DoD contractors under their control. The Air Force activity must maintain control over all classified material used by DoD contractors and ensure requirements of AFI 31-601, *Industrial Security Program*; Para 5.2.1 are met regarding access to only contract specific information.

6.2.2.1. (Added) Security managers having visitor groups within their unit may accompany the ISPM on industrial security program reviews of the contractor.

6.2.4. Unit security managers will provide required information about any visitor group overseen by their unit as part of annual information program reviews. It is mandatory to maintain a folder for each contractor that contains, a signed copy of the DD Form 254, **Contract Security Classification Specification**, signed copy of the VGSA, current listing of key on-base management officials or representatives, copy of the last annual program review, copies of last two self-inspection reports, and a copy of the visit authorization letter (VAL).

7.3.4. (Added) Security managers may serve as the focal point for original visit requests. The original visit requests should be held by the office or agency of the organization granting access to the contractors.

9.1.3.1. (Added) IAW DoD 5200.2-R, *Personnel Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFI 31-601, contractor employees who require access to government AISs under the oversight of the 39 SFS/SFAI, must possess a National Agency Check (NAC).

13. (Added) Forms Adopted. DD Form 254, **Contract Security Classification Specification**.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 31-401, Information Security Program Management  
AFI 31-501, Personnel Security Program Management  
AFI 31-601, Industrial Security Program  
AFMAN 37-139, Records Disposition Schedule.  
DOD 5200.1-R, Information Security Program  
DoD Directive 5200.2-R, Personnel Security Program

***Abbreviations and Acronyms***

**ABW**—Air Base Wing  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**IAW**—In Accordance With  
**ISPM**—Installation Security Program Manager  
**NAC**—National Agency Check  
**VAL**—Visit Authorization Letter  
**VGSA**—Visitor Group Security Agreement  
**AIS**—Automated Information System

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